

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
September 26, 2018**



Directors Present: Jessica Erickson, Mandi Folks, Claudia George, Shannon Kelly, Ro Krejci, Jason Livingston, Jolene Skordahl

Directors Absent: None

Administration/Advisors Present: Kathy Mortensen (Executive Director), Judith Darling (BerganKDV)

Others in Attendance: WLA parent

1. Call to Order and Roll Call

1.1 Call to Order

Ms Folks called the meeting to order at 5:37 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision.

Ms Skordahl read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Agenda

Ms Kelly moved “to approve the agenda for the September 26 Board of Directors meeting.”
Seconded by Mr Livingston. Motion passed unanimously.

3.2 Approval of August 30, 2018 Meeting Minutes

Ms Krejci moved “to approve the minutes from the WLA Board of Directors regular meeting held on August 30, 2018 with the amendment of item 6.3 Finance Committee Report to replace ‘Management Assistance Program (MAP)’ with ‘Propel’ and item 6.4 Governance Committee to replace ‘Ms Krejci’ with ‘Ms Folks’.” Ms Erickson seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

4.1 Conflict of Interest Declaration

Ms Folks asked if there were any conflicts of interest of members for items on the agenda. None were noted.

5. Public Comment

There was none. Ms Folks reviewed the public comment procedure with Board members.

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6. Board and Administration Reports

6.1 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report: enrollment, facilities and playground. She circulated a folder with employment agreements for board members to review. At Ms Mortenson's request, Ms Erickson presented information on 8th grade class activities, student Responsive Classroom goals, academic and elective offerings, and future plans for the class. Ms Mortenson shared that the 5th grade class will be going to Wolf Ridge the following week and adult volunteers are needed. Ms Folks shared information on the Woodbury Community Foundation grant that WLA has applied for, with the intended use for a public art project. Ms Mortenson directed board members to the Annual Report included in the board packet, explaining the purpose and contents of the report. Board members suggested edits. Ms Mortenson stated that the board will need to accept the Annual Report prior to submission to MDE and VOA. Ms Mortenson highlighted recent staffing changes and open positions.

6.2 Board Report

Ms Folks acknowledged the excitement and challenges created by the increase in enrollment, noting that the increase allows for an increase in budget for support staff. She also acknowledged the work of Kacie Paine, a WLA parent, to establish branding of WLA which includes the WLA window film above the main entry and the exterior WLA building sign which is being reconfigured for mounting. Ms Mortenson shared the need to reinstate a facilities committee as WLA moves into the next phase of building occupancy.

6.3 Finance Committee Report

Ms Darling reviewed highlights of the June 30, 2018 financial statements, noting that the auditors will present the FY18 audit report at the next Board meeting. An underwriter from Piper Jaffrey will be at the next Finance Committee meeting to provide a basic explanation of the bonding process. Bonding is one option that could be used to fund the future purchase of the building. She noted that the lease payment will probably increase due to the enrollment increase, 90% of which will be repaid through lease aid. 25% of the incremental increase will go into a repair and replacement fund to be used by the landlord on WLA's behalf.

Copies of the August financials were distributed. Ms Darling pointed out that the board approved a deficit budget based on enrollment of 309 ADM, but the August working budget is adjusted to an enrollment of 385 students. Even with increased costs due to the increased enrollment, the result is a surplus budget. Ms Darling explained the effect on fund balance and fund balance percentage. A revised budget will be presented at a future meeting for approval.

Ms Erickson reported the Finance Committee met and discussed working budget revisions, the Woodbury Community Foundation Grant, proposed Policy 701 changes which were sent to the Governance Committee and busing needs. The next meeting is scheduled for October 11.

6.3.1 Financial Statements

Ms Erickson moved "to accept the Finance Committee minutes for August 30 and September 18, 2018 and the August 2018 financial statements." Seconded by Ms Skordahl. Motion passed unanimously.

6.4 Governance Committee

Ms Krejci reported the committee met and discussed adding a policy for Physical Education, reviewed uniform questions and discussed the use of Google Classroom. Ms George shared that

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fleece type sweaters will be added to the uniform policy and committee members agreed Physical Education expectations should be a classroom procedure, not a policy. Ms Mortensen shared that the use of Google Classroom has been directed to the Technology committee to obtain more information. Ms Krejci stated that the meeting schedule has been changed to the second Wednesday each month - the next regular meeting is October 10 at 4:10 PM.

6.4.1 Accept Committee Meeting Minutes

Meeting minutes will be available at the next meeting.

At Ms Folks request, Ms Mortensen provided an update on busing service at WLA.

7. Board Training/Discussion and Business

7.1 Board Training

Ms Mortensen reviewed Literacy Plan information included in the Director's report; Ms Baumann gave an overview of the enrollment process at Woodbury Leadership Academy; and Ms Darling provided information on sources and types of revenue received by the school and how enrollment numbers impact these revenues.

Discussion of the Marketing Plan was moved to the next meeting.

7.2 Ratify Employment Agreements

Ms Folks confirmed that all board members had the opportunity to review the employment agreement information. Ms Krejci moved "to ratify the employment agreements as presented." Seconded by Mr Livingston. Motion passed unanimously.

Ms Krejci moved "to acknowledge the resignation of Matthew Ortt." Seconded by Ms Erickson. Motion passed unanimously.

Additional Business: Annual Report Approval

Ms Krejci moved "to approve the Woodbury Leadership Academy Annual Report for 2017-2018 with edits as discussed and the addition of year-end financial statements." Seconded by Ms Erickson. Motion passed unanimously.

8. Board Communication and Future Items

8.1 Board Communication/Future Agenda Items - Reflection

Board members suggested a future agenda include information on operational committees and parent involvement, an update on the establishment of a PTA/PTO and the playground status.

9. Housekeeping Items

9.1 Next regularly scheduled WLA Board of Directors Workshop

Ms Folks reminded board members that a workshop is scheduled for October 4, 2018 at 4:30 PM in the conference room at Woodbury Leadership Academy, 8089 Globe Drive, Woodbury, MN.

The workshop is a continuation of strategic planning and will be facilitated by David DenHartog.

9.2 Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meeting and training is scheduled for October 24, 2018 at 5:30 PM at 8089 Globe Drive, Woodbury, MN. Room to be determined.

9.2 Delegation of Public Comment

There was no public comment to delegate.

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10. Adjournment

10.1 Adjournment

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:25 PM.

Minutes drafted by Nancy Baumann, Board Clerk (non-Board member); submitted by Ro Krejci, Board Secretary.

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